STATINTL

ADMINISTRATIVE INSTRUCTION
NUMBER █████

28 October 1947

SUBJECT: Reports of Accidents Involving Personal Injuries and
Property Damage

  1. Quoted below is a memorandum received from the Office of
Buildings Management, Public Buildings Administration, Federal Works
Agency:

  "SUBJECT: Reports of Accidents Involving Personal Injuries
     and Property Damage

   "Since the enactment of the Federal Tort Claims Act, a
number of claims have been filed with the Public Buildings
Administration covering personal injuries allegedly due to
accidents occurring in buildings which we operate and main-
tain. Investigations have disclosed that many of the alleged
accidents were reported to the Chief Clerk or other adminis-
trative officer of the Agency housed in the building, but
were not reported to the Guard office or to the Building
Superintendent's office.

   "The Public Buildings Administration is responsible, in
most cases, for consideration of these claims. We would
appreciate your cooperation, therefore, in directing your
representatives, both in the Metropolitan Area of Washington
and in the Field, to report all accidents involving property
damage and personal injury occurring within buildings operated
and maintained by the Public Buildings Administration to the
Building Superintendent's office or to the Guard office.
Such reports should be made as promptly as possible so that
a full investigation may be made while the facts are still
fresh in the minds of witnesses and the evidence is still
at hand."

  2. All accidents involving property damage or personal injur-
ies occurring within buildings used by CIA in Washington and in the
Field will be immediately reported to the Chief, Services Branch,
A&M, for forwarding to the Public Buildings Administration.

STATINTL

  FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

██████████████████

Executive for
Administration and Management

ATTACHMENTS: None

(3250) DISTRIBUTION: All CIA Employees

STATINTL

DRAFT

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

Administrative Instruction (superseded)

NUMBER ▮

October 1947
28

SUBJECT: Reports of Accidents Involving Personal Injuries and Property Damage

1. Quoted below is a memorandum received from the Office of Buildings Management, Public Buildings Administration, Federal Works Agency, ~~which is called to the attention of all CIA personnel.~~

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The Public Buildings Administration is responsible, in most cases, for consideration of these claims. We would appreciate your cooperation, therefore, in directing your representatives, both in the Metropolitan Area of Washington and in the Field, to report all accidents involving property damage and personal injury occurring within buildings operated and maintained by the Public Buildings Administration to the Building Superintendent's office or to the Guard office. Such reports should be made as promptly as possible so that a full investigation may be made while the facts are still fresh in the minds of witnesses and the evidence is still at hand."

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

▮

Executive for
Administration and Management

ATTACHMENTS: None

DISTRIBUTION: All CIA Employees